SMART
Statewide Management, Accounting and Reporting Tool

Participant Guide –

AR352: Creating and Maintaining Deposits

State of Kansas

March 12, 2010 **Final 1.0**

TABLE OF CONTENTS

Course Overview 3

Course Objectives 3
Agenda 3

Lesson 1: Deposits Overview 4

Objectives 4
Topic 1: Defining Deposits 5
Topic 2: Deposit Process and Roles 6
Lesson Review 7

Lesson 2: Entering Payments 8

Objectives 8
Topic 1: Key Deposit Concepts 8
Topic 2: Payment Life Cycle and Payment Status 9
Topic 3: Entering and Posting Regular Deposits 11
Topic 4: Entering Direct Journal Payments 17
Topic 5: Entering and Posting Deposit Adjustments 20
Topic 6: Payment Predictor 20
Lesson Review 21

Lesson 3: Applying Payments 22

Objectives 22
Topic 1: End-to-End Process of AR Update 22
Topic 2: Using Worksheet Selection 23
Topic 3: Using Worksheet Applications and Actions 27
Topic 4: Building and Applying Payments on Worksheets for Unidentified Payments 33
Topic 5: Building and Applying Payments on Worksheets for Underpayments 33
Topic 6: Building and Applying Payments on Worksheets for Overpayments 34
Topic 7: Setting Entries to Post 34
Topic 8: Viewing Payment Activities 35
Lesson Review 35

Lesson 4: Reviewing Payments 36

Objectives 36
Topic 1: Deposit Approval Process 36
Topic 2: Viewing All Deposits 37
Topic 3: Viewing Cash Received by a Business Unit 38
Topic 4: Viewing Payment Groups 39
Topic 5: Viewing Incomplete Payments 43
Topic 6: Reviewing Payment Predictor 44
Lesson Review 46

Course Overview

Course Objectives

Upon completion of the course, you will be able to:

- Explain the end-to-end process of deposits including key terms and user roles
- Explain different payment and deposit types including viewing, processing, setting entries to post and updating
- Explain payment worksheets
- Explain payment predictor

Agenda

Today, we will cover the following topics:

- Key Deposit Terms
- End-to-End Process of Deposits
- Entering Payments
- Applying Payments
- Reviewing Payments

Participant Notes:

Lesson 1: Deposits Overview

Objectives

Upon completion of this lesson, you will be able to:

- Define key deposit terms
- Understand the end-to-end process of deposits
- Understand the roles involved in the deposit process

Key Terms

- **Customer** – The entity that receives or consumes products (goods or services) and has the ability to choose between different products and suppliers. Used in SMART Billing and Accounts Receivable.
- **SpeedCharts** – The pre-defined ChartField combinations that can contain a single accounting distribution or multiple accounting distributions. SpeedCharts are identified and invoked with a SpeedChart code during data entry to increase efficiency by reducing the number of keystrokes for frequently used accounting distributions.
- **Payments** – Monies owed to and received by the State of Kansas
- **Regular Deposit** – The standard method for recording the receipt of payment for goods or services sold
- **Electronic Payment** – Payments from credit card, eCheck, and EFT payment files that are directly processed into Accounts Receivable
- **Direct Journal Payments** – Payments that do not correspond to pending items, such as employee travel advance reimbursement and refunds. SMART refers to these payments as directly journalled payments and treats them as

Participant Notes:

miscellaneous cash receipts. These receipts are not associated with a customer and they are not applied to pending items.

- **Deposit Adjustment** – A deposit that is used to move money from one funding string to another and to correct previously posted deposits. For example, agencies can use deposit adjustments to move money originally deposited into a clearing fund to their agency specific fund.
- **Deposit Batch** – A group of payments that need to be processed or have been processed

Topic 1: Defining Deposits

- There are four basic steps to completing a deposit:
  - Enter control totals and deposit characteristics
  - Enter payment information
  - Create and complete accounting entries
  - Deposit approval
- Some deposit entry methods combine these steps and others separate them out individually
- Use the **Payment Worksheets** page or the **Payment Predictor** process to apply payments that correspond to customer pending items
- Journaling cash directly to the General Ledger will be used when you are processing non-AR cash
- A deposit consists of payments that are grouped together for processing. You can apply each payment to multiple items for a single customer or multiple items for different customers.

Participant Notes:

Topic 2: Deposit Process and Roles

The following diagram represents the End-to-End Deposits process flow.

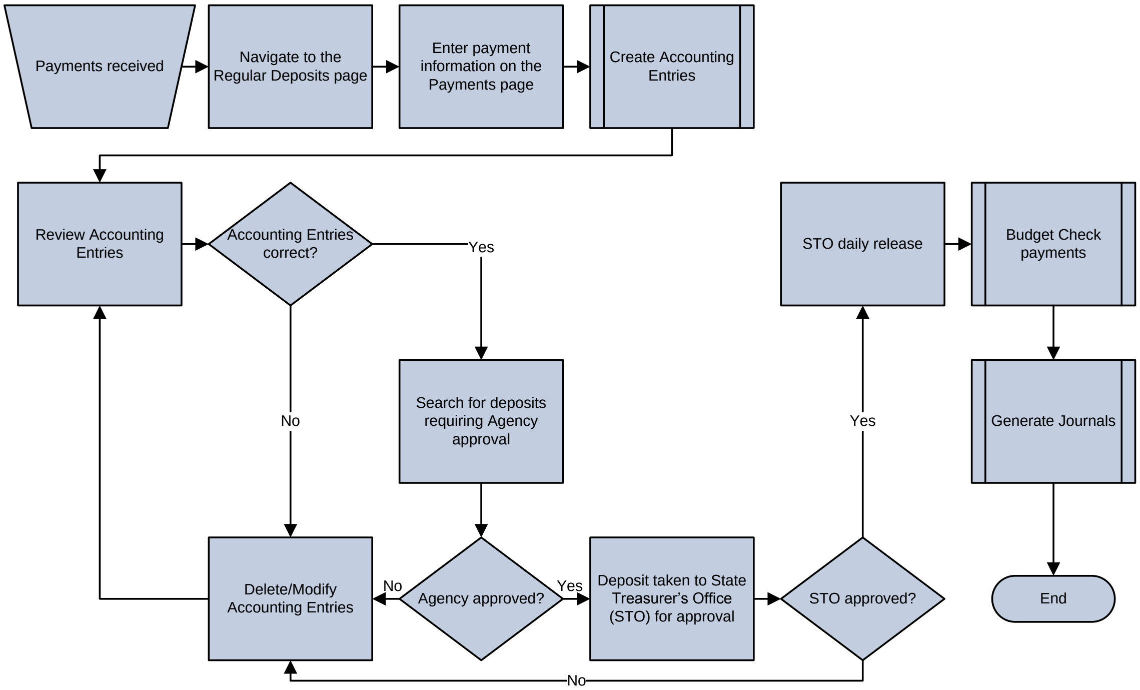

Payments received
Navigate to the Regular Deposits page
Enter payment information on the Payments page
Create Accounting Entries
Review Accounting Entries
Accounting Entries correct?
Yes
No
Search for deposits requiring Agency approval
Delete/Modify Accounting Entries
No
Agency approved?
Yes
Deposit taken to State Treasurer's Office (STO) for approval
STO approved?
Yes
No
STO daily release
Budget Check payments
Generate Journals
End

Figure 1. Deposits End-to-End Process Diagram

SMART has three roles for Accounts Receivable deposits:

Role	Description
Deposit Processor Agency	This role is responsible for entering deposits and viewing customer, payment, and deposit information
AR Agency Administrator - Central and Agency	This role is responsible for approving agency deposits in addition to creating and updating customers and contact information

Participant Notes:

Role	Description
AR Maintainer – Agency	This role has the ability to apply payments, review customer accounts, and maintain receivables using maintenance worksheets

Table 1. Accounts Receivable Deposit Roles

Lesson Review

In this lesson, you learned:

- Key deposit terms including regular deposit, electronic payment, direct journal payments, deposit adjustments, and deposit batch
- The end-to-end process of deposits
- The roles involved in the deposit process

Participant Notes:

Lesson 2: Entering Payments

Objectives

Upon completion of this lesson, you will be able to:

- Explain the payment life cycle and payment statuses
- Enter a deposit and explain the different deposit types
- Enter direct journal payments
- View groups set to post

Topic 1: Key Deposit Concepts

- There is one type of deposit used by the State of Kansas: Regular Deposits
- You can update deposit information at any time prior to applying the payments. Otherwise, only customer or item reference information is available for modification.
- **Receiving Payments –** There are several ways to receive payments:
    - **EFT –**The only type of automated or interfaced EFT payment is electronic revenue for credit card and eCheck revenue. This interface is controlled and maintained by the State Treasurer's Office.
    - **Mail** – Any form of payment received in the mail
    - **Point of Sale**
    - **In person**
- The more information that you can provide on the **Payment Worksheet** page, the easier it will be to work with the payment worksheet

Participant Notes:

Topic 2: Payment Life Cycle and Payment Status

The following diagram shows the highlights of the Payment Life Cycle:

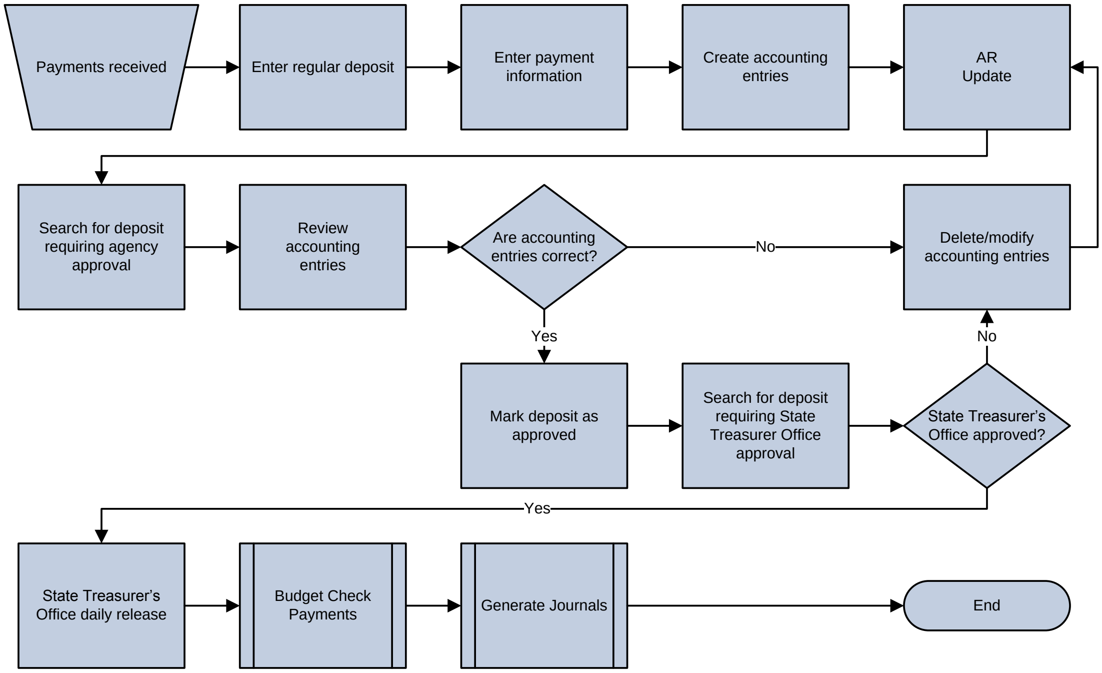

Payments received
Enter regular deposit
Enter payment information
Create accounting entries
AR Update
Search for deposit requiring agency approval
Review accounting entries
Are accounting entries correct?
No
Delete/modify accounting entries
Yes
No
Mark deposit as approved
Search for deposit requiring State Treasurer Office approval
State Treasurer's Office approved?
Yes
State Treasurer's Office daily release
Budget Check Payments
Generate Journals
End

Figure 2. Payment Life Cycle Process Diagram

- **Payment Life Cycle** – The payment life cycle begins when the payment is received. Generally, multiple payments are grouped together in a single deposit. The deposit may be interfaced or entered online.
- **Electronic Payment** – Electronic revenue comes in the form of credit card or eCheck payments. These types of deposits will be handled the same as they are handled today meaning they will go through the Treasurer's Office. Once the deposit is posted, the agency can do a deposit adjustment to assign the correct ChartField string.

Participant Notes:

- **Payment Status** – When a payment is received by a State of Kansas agency, it goes through the payment life cycle. Its status changes from one stage to another. The status indicates the information that can be changed for the payment at a particular stage of the life cycle. This status depends on the payment entry method that was used and the way in which the payment was last processed.
    - **Unidentified** – This indicates that the payment was entered without customer or reference information. All payment information can be changed as appropriate at this point.
    - **Identified –** This means that the payment has customer ID or payment references, and all information for the payment can be changed as required
    - **Directly Journalled** – This status implies that the payment was entered in a regular deposit and was marked for direct journalizing. No changes can be made to the payment in this state.
    - **Worksheet** – This status indicates that the payment has a saved worksheet that is not marked for posting to the receivables system. In this state, you can change the identifying information for the payment or assign it to the **Payment Predictor** if accounting entries have not been created. However, you cannot change any deposit information, payment amounts, IDs, or dates.
    - **Applied** – Indicates that the payment is applied and either the accounting entries have been created online or the payment has been set to post. You cannot change any deposit or payment information after you save the entry pages in this state.
    - **Complete –** After the AR Update program in SMART successfully posts the payment, it is assigned the status **Complete.** You can then review information about the payment but not change it. To change any information for a posted deposit, you will need to create a deposit adjustment.

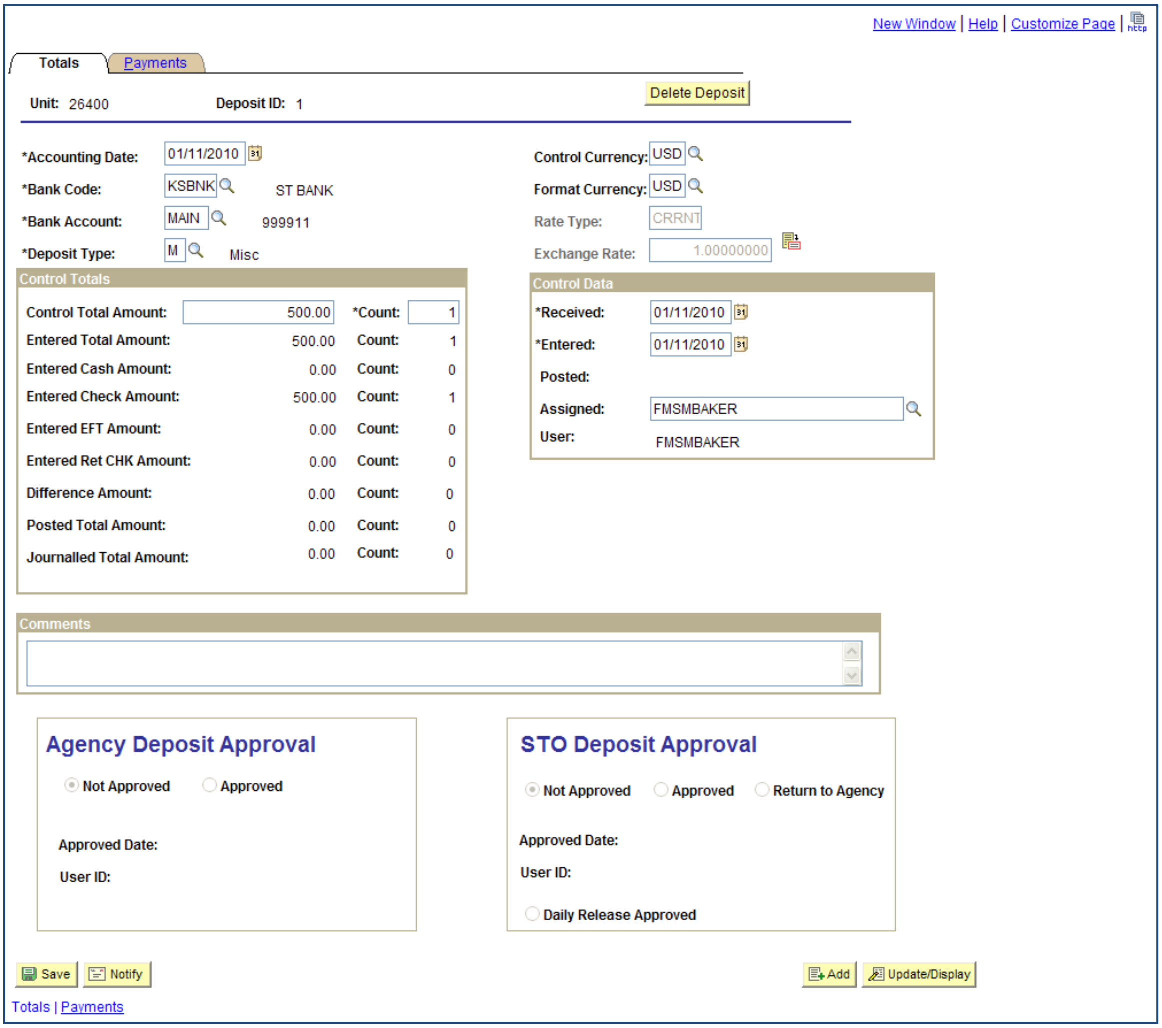
Participant Notes:

Topic 3: Entering and Posting Regular Deposits

- A regular deposit consists of four steps:
    1. Enter control totals and deposit characteristics.
    2. Enter payment information.
    3. Create and complete accounting entries.
    4. Deposit approval.

Regular Deposit - Totals	Accounts Receivable>Payments>Online Payments>Regular Deposit

Participant Notes:


New Window | Help | Customize Page
Totals
Payments
Delete Deposit

Unit: 26400
Deposit ID: 1

*Accounting Date: 01/11/2010
*Bank Code: KSBNK ST BANK
*Bank Account: MAIN 999911
*Deposit Type: M Misc

Control Currency: USD
Format Currency: USD
Rate Type: CRRNT
Exchange Rate: 1.00000000

Control Totals

Control Total Amount:	500.00	*Count:	1
Entered Total Amount:	500.00	Count:	1
Entered Cash Amount:	0.00	Count:	0
Entered Check Amount:	500.00	Count:	1
Entered EFT Amount:	0.00	Count:	0
Entered Ret CHK Amount:	0.00	Count:	0
Difference Amount:	0.00	Count:	0
Posted Total Amount:	0.00	Count:	0
Journalled Total Amount:	0.00	Count:	0

Control Data

*Received: 01/11/2010
*Entered: 01/11/2010
Posted:
Assigned: FMSMBAKER
User: FMSMBAKER

Comments

Agency Deposit Approval

● Not Approved ○ Approved

Approved Date:
User ID:

STO Deposit Approval

● Not Approved ○ Approved ○ Return to Agency

Approved Date:
User ID:

○ Daily Release Approved

Save
Notify
Add
Update/Display
Totals | Payments

Figure 3. Totals Page

Participant Notes:

Field	Description
Accounting Date	This field defaults to the current date. Do not change this date in SMART. SMART validates the accounting date to make sure it falls within the open period for the business unit and transaction type as defined on the **Open Period** page for the business unit.
Deposit Type	This field displays the default deposit type for the bank account that was defined by the State of Kansas. Deposit type is used to designate the type of deposit being entered. Deposit Types for the State of Kansas are as follows: A - Adjustments, C - Customer receipts, E - EFT receipts, M - Miscellaneous receipts, N - Insufficient funds. There are also two Interfund related Deposit Types, I - Initiating Interfunds and R-Reciprocating Interfunds (these will be covered in AR355).
Control Total Amount/Count	Enter the control totals for the amount and count of the payments in this deposit
Entered Total Amount/Count and Difference Amount/Count	These fields display the amount and count of the payments that you have entered and the difference between the payments entered and the control totals. If the control and entered totals and count are not equal, you cannot apply any of the payments. Balancing these control totals is a necessary first step in payment application.
Posted Total Amount/Count	This field displays the amount and count of payments that are successfully posted (Pending Items payments)
Journalled Total Amount/Count	This field displays the amount and count of payments that are successfully journalled (Direct Journal payments)
Check Amount and Count	The total amount of all checks for this deposit and the number of checks included in the deposit
Cash Amount and Count	The total amount of cash for this deposit and the number of cash payments included in the deposit
EFT Amount and Count	The total amount of EFT for this deposit and the number of EFT payments included in the deposit

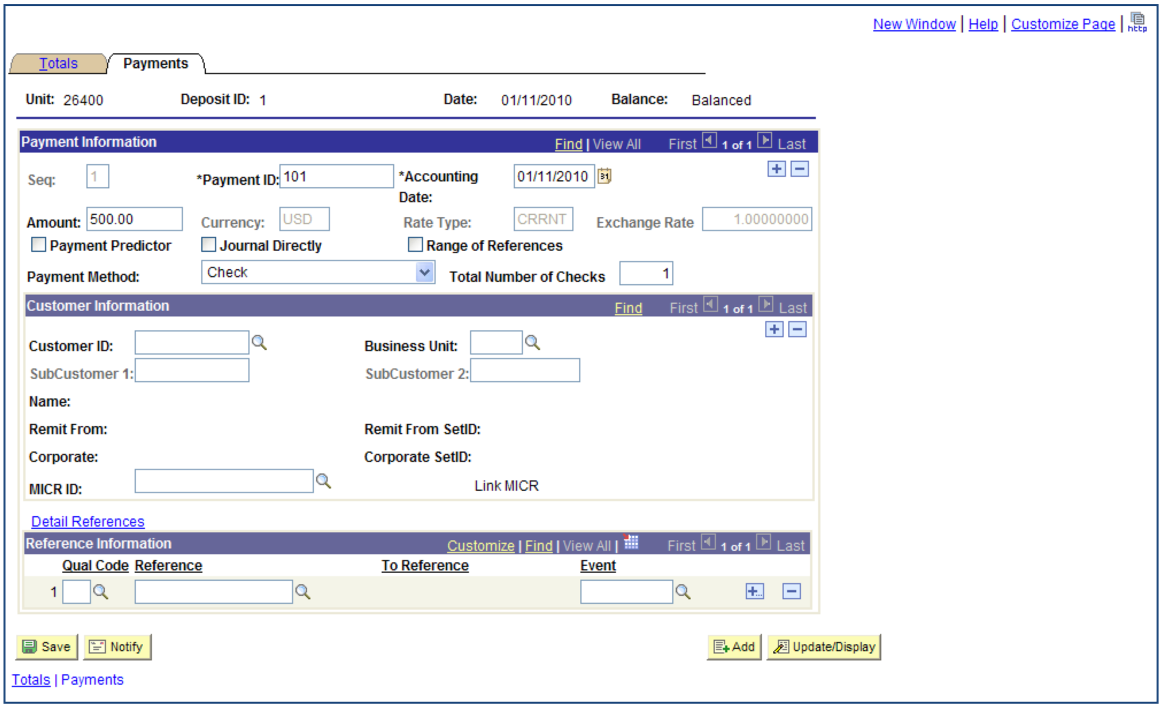
Participant Notes:

Field	Description
Returned Check Amount and Count	The total amount of all returned checks for this deposit and the number of returned checks included in the deposit
Received Date and Entered Date	These fields default to the current date; these dates can be overridden. The received date is generally the date the bank or your company received the payment and the entered date is generally the date the payment was entered in SMART. Because of normal processing delays, the received date may be different from the entered date.
User	Displays the user ID of the individual assigned to the deposit. If you received an electronic deposit, the **Payment Loader** process assigns the user ID of the individual who created the run control ID for the process. If another user modifies the deposit in the **Regular Deposit** component, SMART automatically changes the user ID to that person's user ID.
Comments	This free-form field can be used for various purposes. It is required by the State Treasurer, that the deposit preparer's name and phone number are in this field.

Table 2. Totals Page Elements

Participant Notes:

Page name	Navigation
Regular Deposit - Payments	Accounts Receivable>Payments>Online Payments>Regular Deposit


New Window | Help | Customize Page
Totals
Payments
Payment Information
Find | View All
First 1 of 1 Last
Customer Information
Find
First 1 of 1 Last
Customer ID:
Business Unit:
SubCustomer 1:
SubCustomer 2:
Name:
Remit From:
Remit From SetID:
Corporate:
Corporate SetID:
MICR ID:
Link MICR
Detail References
Reference Information
Customize | Find | View All |
First 1 of 1 Last
Qual Code
Reference
To Reference
Event
Save
Notify
Add
Update/Display
Totals | Payments

Unit: 26400
Deposit ID: 1
Date: 01/11/2010
Balance: Balanced

Seq: 1
*Payment ID: 101
*Accounting Date: 01/11/2010
Amount: 500.00
Currency: USD
Rate Type: CRRNT
Exchange Rate 1.00000000
☐ Payment Predictor
☐ Journal Directly
☐ Range of References
Payment Method: Check
Total Number of Checks 1

Figure 4. Payments Page

Field	Description
Balance	Displays the balancing status of the deposit. When the entered total amount and count are equal to the control total amount and count on the **Regular Deposit - Totals** page, the status changes from *Not Balanced* to *Balanced.* The deposit must be in a balanced status before you can create accounting entries or a payment worksheet.

Participant Notes:

Field	Description
Seq (sequence)	Displays the sequence number for each payment. When you enter a **Payment ID**, SMART assigns the next number to the payment so you can track the order in which payments are entered.
Payment ID	This is a free form field. The State of Kansas best practice is to enter the check number from the payment being entered.
Accounting Date	This field defaults from the accounting date on the **Totals** page
Amount	This field is where the payment amount is entered
Payment Predictor	Select this check box to use the **Payment Predictor** process to apply this payment. If a worksheet already exists for this payment, this check box is unavailable.
Journal Directly	Select this check box if a payment should be handled as miscellaneous cash received rather than applied to pending items. Payments to be directly journalled cannot be processed in payment worksheets and do not go through the **AR Update** process.
Payment Method	Select *Check, Cash, Returned Check,* or *EFT.* Cash, check, and returned check can be entered in any combination. EFT must be entered alone.
Total Number of Checks	This field becomes available when payment method of Check or Returned Check is selected. This field is intended to capture the total number of checks if all the checks in the group go to a single line of accounting. This saves users from having to enter in each check as an individual line to retain the correct number of checks entered.
Customer ID	This field is to be populated with the customer ID when entering a payment for a pending item
MICR ID	This is a free form field. The State of Kansas best practice is to capture customer information when using the journal directly option

Participant Notes:

Field	Description
Qual Code (qualifier code)	This field is to be populated with an 'I' for 'Item' when entering a payment for a pending item.
Reference (reference value)	This field is to be populated with **Reference Number** to identify an Item ID when entering a payment for a pending item
Detail References Link	The State of Kansas is not utilizing this link

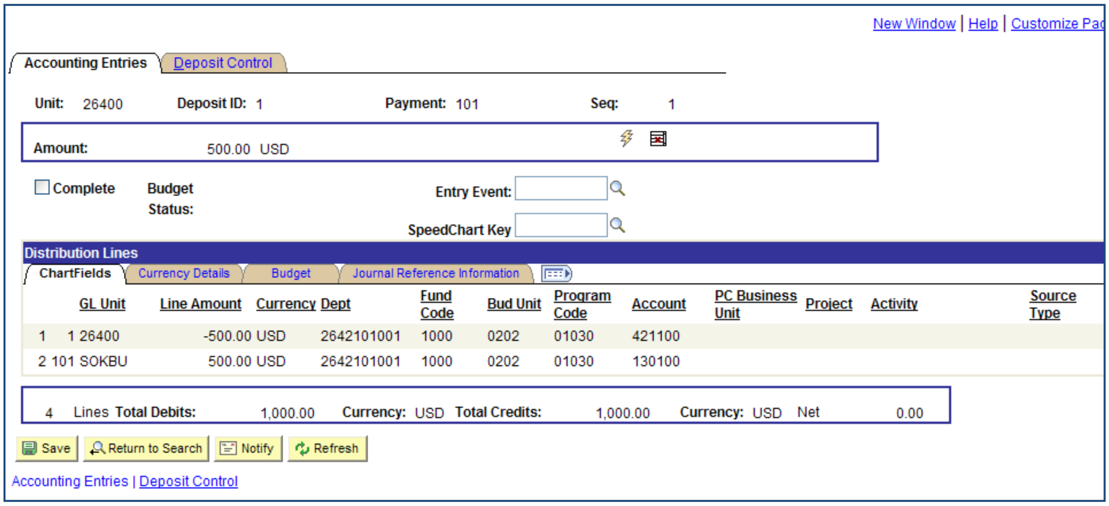
Table 3. Payments Page Elements

Topic 4: Entering Direct Journal Payments

- **Direct Journal Payment** – Payments that do not correspond to items can bypass the cash application process. Such payments are called miscellaneous cash or non-AR cash. In SMART, they are referred to as directly journalled payments because you can create accounting entries for them without applying them to any item.
- **Direct Journal Payments** can be made to reduce previous expenditures vs. increasing revenue. This is accomplished by selecting expenditure ChartField values when creating accounting entries.
- The **Direct Journal Payments – Create Accounting Entries** page is used to create accounting entries for payments that are to be journalled directly. This page uses SpeedCharts to create accounting entries. SpeedCharts are not required when creating accounting entries for direct journal payments, but will disburse accounting lines based on percentage from SpeedChart set up.

Participant Notes:

Page name	Navigation
Accounting Entries	Accounts Receivable>Payments>Direct Journal Payments>Create Accounting Entries>Accounting Entries


New Window | Help | Customize Pa
Accounting Entries
Deposit Control

Unit: 26400 **Deposit ID:** 1 **Payment:** 101 **Seq:** 1

Amount: 500.00 USD

☐ **Complete** **Budget Status:** **Entry Event:** **SpeedChart Key**

Distribution Lines

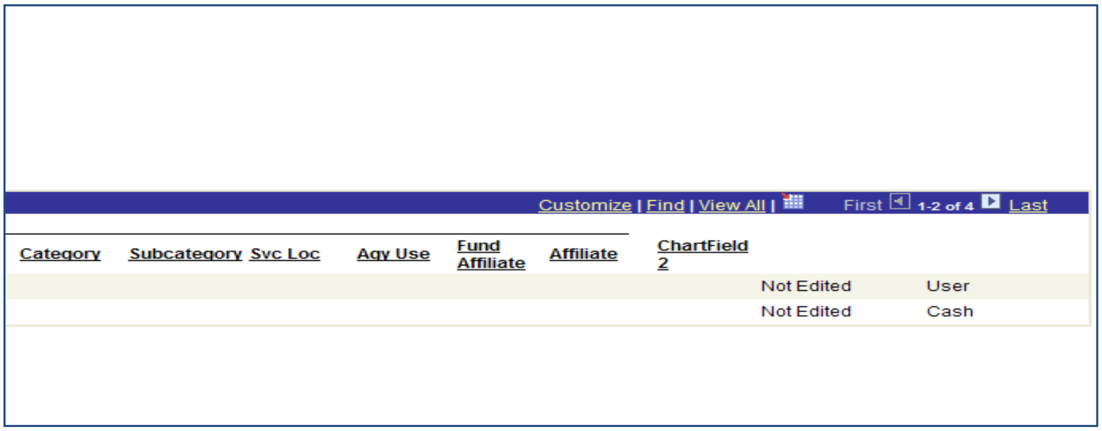
ChartFields
Currency Details
Budget
Journal Reference Information

	GL Unit	Line Amount	Currency	Dept	Fund Code	Bud Unit	Program Code	Account	PC Business Unit	Project	Activity	Source Type
1	1 26400	-500.00	USD	2642101001	1000	0202	01030	421100				
2	101 SOKBU	500.00	USD	2642101001	1000	0202	01030	130100				

4 Lines **Total Debits:** 1,000.00 **Currency:** USD **Total Credits:** 1,000.00 **Currency:** USD Net 0.00

Save
Return to Search
Notify
Refresh
Accounting Entries | Deposit Control

Figure 5. Accounting Entries Page, Left Side of Page


Customize | Find | View All |
First 1-2 of 4 Last

Category	Subcategory	Svc Loc	Agy Use	Fund Affiliate	Affiliate	ChartField 2		
							Not Edited	User
							Not Edited	Cash

Figure 6. Accounting Entries Page, Right Side of Page

Participant Notes:

Field	Description
Complete	Check this box once accounting entries are displayed correctly on this page. By doing this, the accounting entries will display on the **Regular Deposit – Accounting Entries** page and this payment will be marked as complete. To modify the accounting entries after the complete box has been checked, the AR Administrator must uncheck the box, make any necessary changes, and then the recheck the box to mark the accounting entries as complete.
Budget Status	This field becomes populated with a status of valid after the budget check process has run successfully. A status of valid allows the payment to be processed by journal generator.
SpeedChart Key	This is an optional field. Populate this field with a SpeedChart key and SMART will create accounting entries based off the SpeedChart set-up.
⚡	Click the **Create** button to create the offsetting lines for a direct journal payment
☒	Click the **Delete** button to delete journal lines

Table 4. Directly Journalled Payments Page Elements

Note: Direct journal payments are not processed when **AR Update** is run. They are processed when **Journal Generator** is run. The majority of agencies will be using direct journals to enter in their revenue because they will not be tracking receivables in SMART.

- There are four steps to process a **Direct Journal** payment:
    1. Select a direct journal payment on the **Regular Deposit Entry – Payments** page.
    2. Create accounting entries for the payment on the **Direct Journal Entry – Accounting Entries** page and mark the entries complete.
    3. Deposit Approval Process (Agency, State Treasurer, and Daily Release).

Participant Notes:

4. **Budget Check** and **Journal General** processes are run to complete and send the entries to General Ledger.

Walkthrough/Activity

We will now complete Activities 1 & 2: Entering a Regular Deposit for Miscellaneous Payments in your Activity Guide.

Topic 5: Entering and Posting Deposit Adjustments

- **Deposit Adjustments** are used to move money from one funding string to another and to correct previously posted deposits.

Walkthrough/Activity

We will now complete Activities 3 & 4: Entering a Deposit Adjustment in your Activity Guide.

Topic 6: Payment Predictor

- **Payment Predictor** is a process that provides an alternative to applying payments using a payment worksheet. Payment Predictor automates the process of applying payments to open receivable items by using a set of rules (algorithms) that tell the system how to handle different situations it encounters when processing. Payment Predictor uses the algorithm groups to define how and why the system will match payments with open items and how to handle exceptions when a payment cannot be matched with an existing open item. Payment Predictor can be thought of as an automated version of the payment worksheet, which is used to match payments manually to open items.
- In order for payment predictor to match a payment to an item, the State of Kansas has set the following rules (algorithms) for Payment Predictor:
  - 100% match on customer ID
  - 100% match on amount

Participant Notes:

    - 100% match on Item ID
- If payment predictor fails to meet all three criteria, the item is sent to a payment worksheet where it can be manually applied.

Walkthrough/Activity

We will now complete Activities 5 & 6: Entering a Deposit Using Payment Predictor in your Activity Guide.

Lesson Review

In this lesson, you learned how to:

- Define key terms including receiving, regular, EFT, mailed, direct journal payments, direct journal deposits, and deposit adjustments
- Explain the payment life cycle and payment status
- Enter and complete regular deposits
- Enter and complete direct journal payments
- Discuss deposits definitions, including general, incomplete and error, and enter and post deposit adjustments
- Define the payment predictor process

Participant Notes:

Lesson 3: Applying Payments

Objectives

Upon completion of this lesson, you will be able to:

- Use worksheet actions including applications, selection, unidentified payment, and partial payment
- Apply payments to a worksheet
- View, create, and set entries to post
- Locate and view item activities and other item groups

Topic 1: End-to-End Process of AR Update

- The **AR Update** process is a batch process that is used to update customer balances and create accounting entries. However, the State of Kansas requires that accounting entries be created online before the **AR Update** process is run. It takes groups from all of the worksheets that are set to post, where accounting entries have not been created online, and creates the pending item records.
- The **AR Update** process job is the only method that SMART Accounts Receivables uses to update posted information
- The **AR Update** determines whether the accounting date for the payment application activity is in an open period for the business unit and transaction type in SMART Accounts Receivables. It also determines whether the accounting date is in the same period for both SMART Accounts Receivables and SMART General Ledger. If the accounting date is not within an open period for the receivable business unit, **AR Update** issues a posting error.

Participant Notes:

The following diagram represents the Receivable Update End-to-End Process.

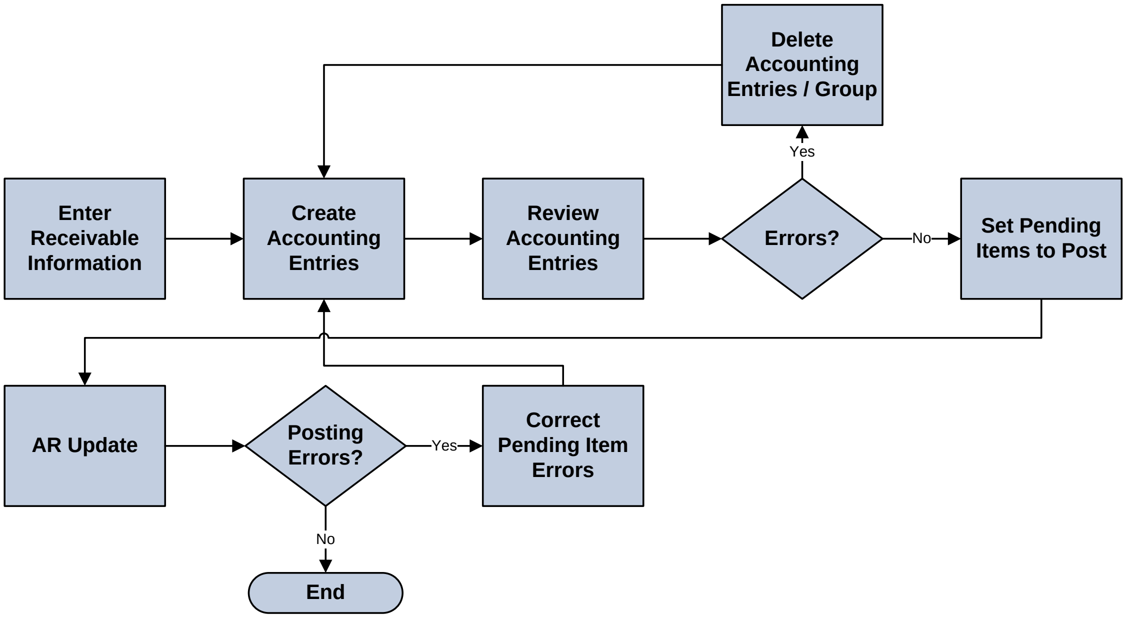

Delete Accounting Entries / Group
Yes
Enter Receivable Information
Create Accounting Entries
Review Accounting Entries
Errors?
No
Set Pending Items to Post
AR Update
Posting Errors?
Yes
Correct Pending Item Errors
No
End

Figure 7. Receivable Update End-to-End Process Diagram

Topic 2: Using Worksheet Selection

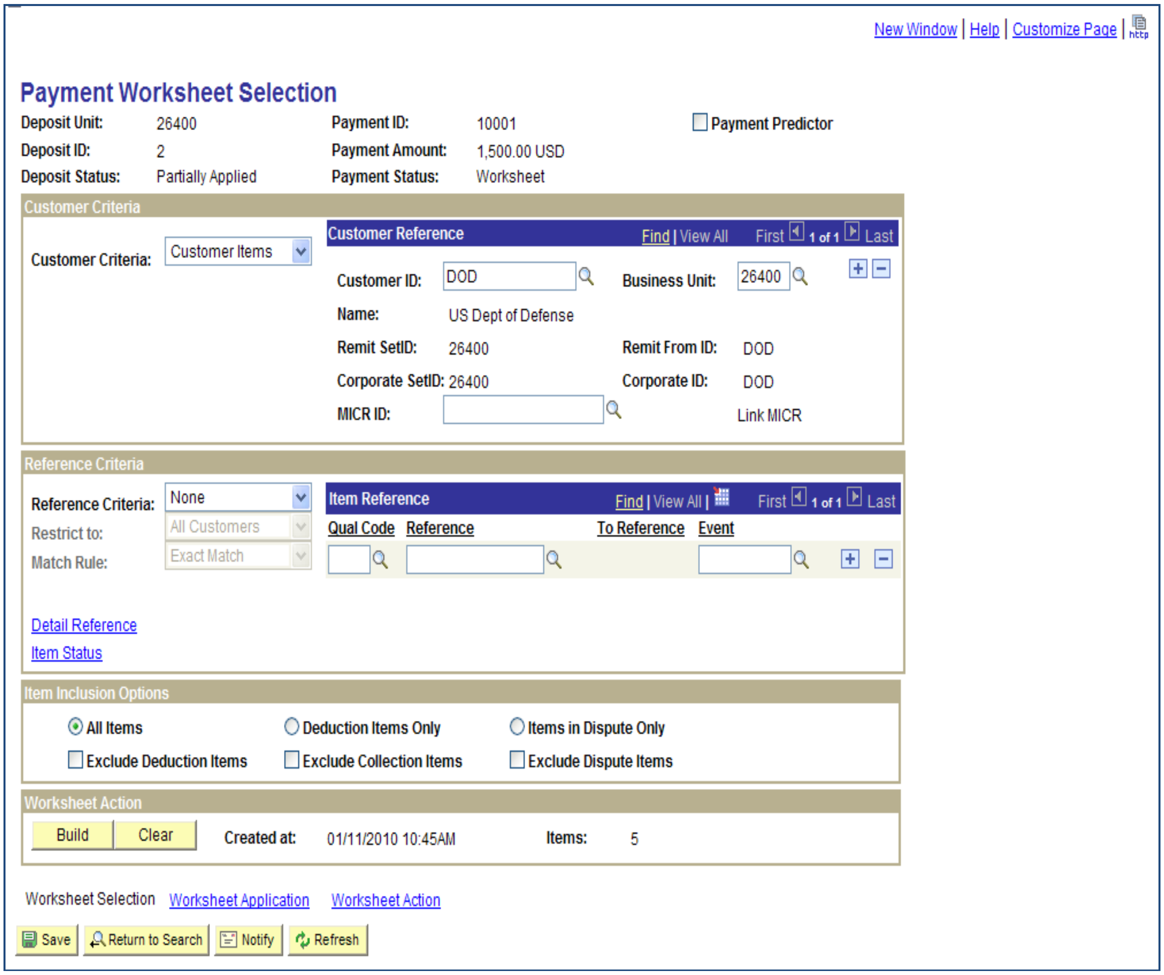
- You use the procedure of **Worksheet Selection** to match payments with existing items to close open items. If you determine that you need to make changes, you can clear the selection criteria and rebuild the worksheet.

  Note: You can create a worksheet for a payment only after a deposit containing that payment has been entered into the Accounts Receivable system.

- Notice that the **Worksheet Selection** page is keyed by the deposit business unit. **Payment Worksheets** are not used for the entire deposit. They are for the individual payments that are contained in the deposit.

Participant Notes:

Page name	Navigation
Worksheet Selection	Accounts Receivable>Payments>Apply Payments>Update Worksheet>Worksheet Selection


New Window | Help | Customize Page

Payment Worksheet Selection

Deposit Unit: 26400
Deposit ID: 2
Deposit Status: Partially Applied
Payment ID: 10001
Payment Amount: 1,500.00 USD
Payment Status: Worksheet
☐ Payment Predictor

Customer Criteria

Customer Criteria: Customer Items

Customer Reference

Find | View All First 1 of 1 Last

Customer ID: DOD
Business Unit: 26400
Name: US Dept of Defense
Remit SetID: 26400
Remit From ID: DOD
Corporate SetID: 26400
Corporate ID: DOD
MICR ID:
Link MICR

Reference Criteria

Reference Criteria: None
Restrict to: All Customers
Match Rule: Exact Match

Item Reference

Find | View All | First 1 of 1 Last
Qual Code
Reference
To Reference
Event
Detail Reference
Item Status

Item Inclusion Options

● All Items
○ Deduction Items Only
○ Items in Dispute Only
☐ Exclude Deduction Items
☐ Exclude Collection Items
☐ Exclude Dispute Items

Worksheet Action

Build
Clear

Created at: 01/11/2010 10:45AM
Items: 5

Worksheet Selection
Worksheet Application
Worksheet Action
Save
Return to Search
Notify
Refresh

Figure 8. Payment Worksheet Selection Page

Participant Notes:

Field	Description
Payment Predictor	Select to apply the payment automatically the next time that the **Payment Predictor** batch process is run. If you select **Payment Predictor** and then attempt to build a worksheet, SMART clears the **Payment Predictor** check box.
Customer Criteria	Select the type of customer that you want to include in the worksheet - *Corporate Items, Customer Items,* or *Remit From Items.* If you select *None,* SMART creates a worksheet based on the other selection criteria and does not limit items to specific customers. You can also select *None* and enter a **Customer ID** and **Business Unit**. In this case, SMART uses the customer reference criteria in conjunction with the item reference criteria to choose only items that match both criteria. This is the recommended approach.
Reference Criteria	Specify whether you will use a *Specific Value, None,* or a *Range of References.* If you select either *Range of References* or *Specific Value,* you enter information in the **Item Reference** fields. If you click the **Detail Reference** link to enter reference information, the **Reference Criteria** field displays *Detailed References.*
Restrict to	Select to qualify items by customer. Values are *All Customers, Corporate Cust Only, Customer Only,* and *Remit Cust Only.*
Match Rule	If you select *Specific Value* in the **Reference Criteria** field, specify whether the item information is an *Exact Match* or a *Like Match.* A *Like Match* enables you to use a percent (%) wildcard to identify the reference, as long as you provide the beginning letters or numbers.

Participant Notes:

Field	Description
Reference and To Reference	Enter one of the following: • If you selected *Specific Value* in the **Reference Criteria** field, enter the specific **Item Reference** • If you selected *Range of References,* enter the starting and ending values for the range of references. The values that you enter here are case-sensitive
Qual Code (qualifier code)	Enter the type of reference, such as documents, items, or purchase orders. Qual Code for State of Kansas is always "I" for Item.
Reference	This value will always be the Item ID/Number for State of Kansas
All Items, or Items in Dispute Only	Select one of these options to indicate the types of items to include in the worksheet. If you select the **All Items** radio button, you can select one or both of the following check boxes to exclude those item types from the worksheet: **Exclude Collection Items**, and **Exclude Dispute Items**.

Participant Notes:

Field	Description
Build	Click to create a new worksheet or to add items meeting your selection criteria to an existing worksheet. The following may occur if the payment is out of balance or there are duplicate payments: • If the **Build** button is unavailable, the deposit containing this payment is out of balance, or the deposit is a duplicate deposit. Correct these problems using the **Regular Deposit Balancing** page. • If you build a worksheet that references the same item multiple times, a warning message appears indicating that you have duplicate payments for the item when you save the worksheet. • The item appears multiple times on the worksheet. Apply the payment to the item multiple times, which creates a credit on the customer account, or clear the item and select another action.
Clear	Click to remove all items from an existing worksheet

Table 5. Payment Worksheet Selection Page Elements

Topic 3: Using Worksheet Applications and Actions

Overview

Before you apply payments on any worksheet, you must perform these tasks:

- Enter items into SMART
- Enter payments into SMART

Participant Notes:

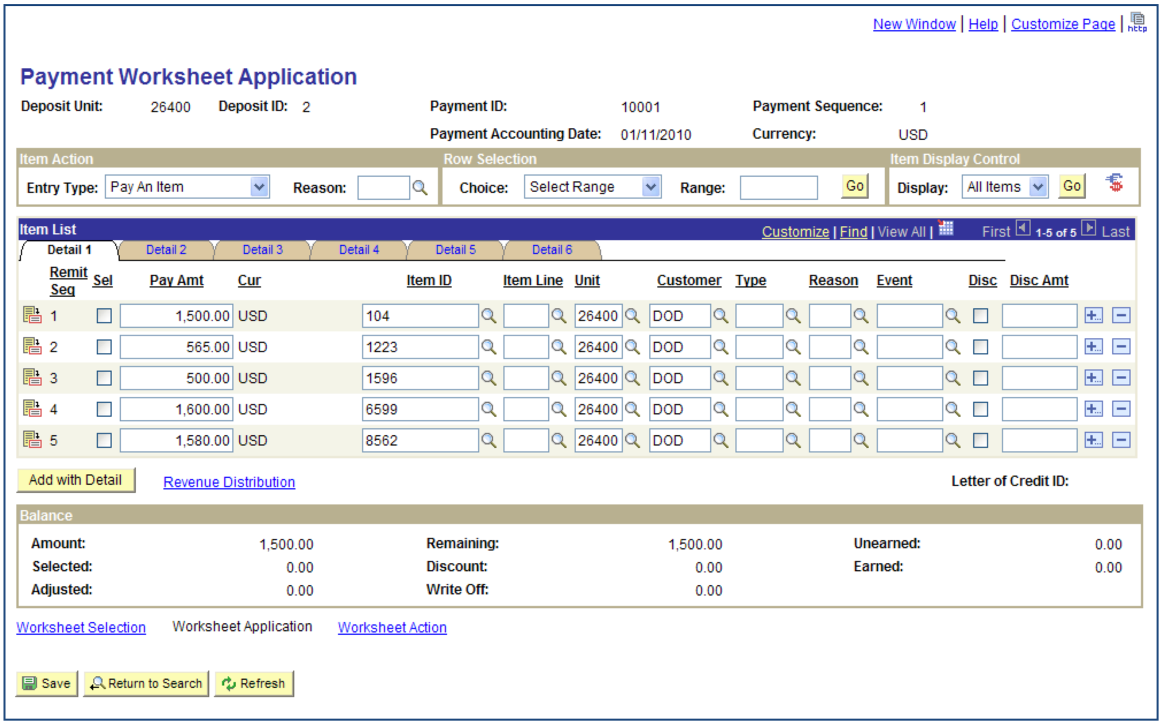
Applications

- The purpose of **Worksheet Application** is to apply payments to an item on the payment worksheet and select posting options for the payment. You can also create adjustments and prepayments as needed to balance the worksheet.
- You use the **Worksheet Application** page to achieve a zero balance with the items and payments that are contained on the worksheet. An out-of-balance worksheet cannot be posted. Achieving a zero balance may be as simple as selecting the item or items that equal the payment amount, it may require selecting an item and creating a new item for the remaining amount, or you may need to write off a remaining amount.

Page name	Navigation
Worksheet Application	Accounts Receivable>Payments>Apply Payments>Update Worksheet>Worksheet Application

---

Participant Notes:


New Window | Help | Customize Page

Payment Worksheet Application

Deposit Unit: 26400 Deposit ID: 2 Payment ID: 10001 Payment Sequence: 1
Payment Accounting Date: 01/11/2010 Currency: USD

Item Action
Entry Type: Pay An Item
Reason:

Row Selection
Choice: Select Range
Range:

Item Display Control
Display: All Items

Go
Go
Item List
Customize | Find | View All |
First 1-5 of 5 Last
Detail 1
Detail 2
Detail 3
Detail 4
Detail 5
Detail 6

Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event	Disc	Disc Amt
1	☐	1,500.00	USD	104		26400	DOD				☐	
2	☐	565.00	USD	1223		26400	DOD				☐	
3	☐	500.00	USD	1596		26400	DOD				☐	
4	☐	1,600.00	USD	6599		26400	DOD				☐	
5	☐	1,580.00	USD	8562		26400	DOD				☐	

Add with Detail
Revenue Distribution

Letter of Credit ID:

Balance

Amount:	1,500.00	Remaining:	1,500.00	Unearned:	0.00
Selected:	0.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

Worksheet Selection
Worksheet Application
Worksheet Action
Save
Return to Search
Refresh

Figure 9. Payment Worksheet Application Page

Participant Notes:

Field	Description
and Reason	AO – Adjust Overpayment AU – Adjust Underpayment MC – Maintenance Credit MD – Maintenance Debit OI – Offset an Item OA – On Account RRC – Refund Remaining Credit PR – Prepayment PY – Payment **OC – Overdue Charges** **WAO – Write-Off Overpayment** **WAU – Write-Off Underpayment** **WO – Write-Off** **WOC – Write-Off Credit** **WOD – Write-Off Debit** **Note:** Entry types in **bold** require a reason code.
Choice and Range	Select an option to select or clear multiple items at a time. Options are – *Select All, De-Select All, Select Range, De-Select Range.* If you select *Range* or *De-Select Range,* enter the range in the **Range** field. For example, enter *(4-7).*
Go	Click to apply your selections to the items in the grid and to update the worksheet balances
Display	Use to limit the display to all items by using the % wildcard or to a particular type of item. Choices are – *All Items, Blank, New Items, Other, Selected,* or *Unselected.*
Refresh	Click to refresh the list of items in the grid
Sort All	Use to sort *all* items in the worksheet, not just the items that are displayed in the scroll area. Options are *Due Date* or *Item.* Then click **Go** to resort all items in the worksheet. Click the arrows to view different chunks of data.

Participant Notes:

Field	Description
📋	Click the **View Detail** button to view or update details for a selected item on a worksheet and to copy or write off the item
Remit Seq (sequence number)	This sequence number relates to the order in which the items were entered on the **Worksheet Selection** page. Initially the items appear in this order. If you sort the worksheet based on the value in another column, the number stays with the item, but the grid order changes. Use this column to sort the worksheet in the original order.
Pay Amt (payment amount)	This field initially displays the open amount for the item. Change the amount to make a partial payment.
Add with Detail	Click to add an item to handle overpayments, underpayments, and write-offs. If a new item was created in error, clear the item by clearing the **Sel** (select) column, or delete the item.

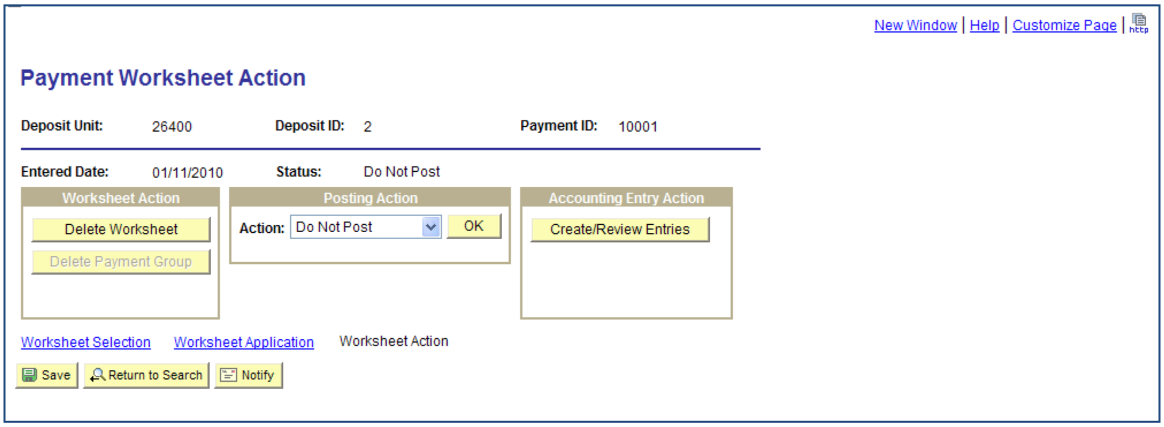
Table 6. Payment Worksheet Application Page Elements

Actions

- Applying payments is a process of matching payments received from customers with open items. You can apply payments using payment worksheets and the payment predictor. You use the worksheet action procedure to apply payments to an item on a payment worksheet and to select posting action for this payment.

Page name	Navigation
Worksheet Actions	Accounts Receivable>Payments>Apply Payments>Finalize Worksheet>Worksheet Action

Participant Notes:


New Window | Help | Customize Page
Worksheet Action
Delete Worksheet
Delete Payment Group
Posting Action
OK
Accounting Entry Action
Create/Review Entries
Worksheet Selection
Worksheet Application
Worksheet Action
Save
Return to Search
Notify

Payment Worksheet Action

Deposit Unit: 26400 **Deposit ID:** 2 **Payment ID:** 10001

Entered Date: 01/11/2010 **Status:** Do Not Post

Action: Do Not Post

Figure 10. Payment Worksheet Action Page

Field	Description
Delete Worksheet	Click to delete the entire worksheet, plus any accounting entries created for the worksheet.
Delete Payment Group	Click to delete the accounting entries that you create but leave the worksheet intact.
Action	Select a posting action for the group and click OK to execute the action. The option for the State of Kansas is *Batch Standard or Do Not Post.* This will post the worksheet the next time AR Update is run.
Create/Review Entries	Click to create or review accounting entries. Always create account entries for the worksheet before setting the payment worksheet to Batch Standard.

Table 7. Payment Worksheet Action Page Elements

Participant Notes:

Topic 4: Building and Applying Payments on Worksheets for Unidentified Payments

- During the **Payment** process, you match payments with existing items to close open items. You can create a worksheet to facilitate this process. If you need to make changes, you can clear the selection criteria and rebuild the worksheet.
- An example of an unidentified payment is a payment that was entered through a regular deposit or a cash receipt. Alternatively, a payment ID was entered but no customer or payment reference information was provided. After clearing the selection criteria and rebuilding a worksheet, you can change all payment information fields.

Walkthrough/Activity

We will now complete Activity 7: Entering and Applying Regular Deposits for Customer Receipts with No Item ID in your Activity Guide

Topic 5: Building and Applying Payments on Worksheets for Underpayments

- After you build a worksheet, you can sort and categorize the items listed on it and determine how to apply or write off items. You can also create adjustments and prepayments to balance the worksheet.
- The **Payment Worksheet** provides a method that enables you to manually apply payments to items and make partial payments.

NOTE: When creating adjustments, it is best practice to label new item ID's using the original ID followed by the appropriate Type code (e.g. 35209001_AU). This indicates a history with the original item.

Participant Notes:

Walkthrough/Activity

We will now complete Activity 8: Entering and Applying Regular Deposits for Customer Receipts with Underpayment in your Activity Guide

Topic 6: Building and Applying Payments on Worksheets for Overpayments

- After you build a worksheet, you can sort and categorize the items listed on it and determine how to apply or write off items. You can also create adjustments and prepayments to balance the worksheet.

NOTE: When creating adjustments, it is best practice to label new item ID's using the original ID followed by the appropriate Type code (e.g. 35209001_AU). This indicates a history with the original item.

Walkthrough/Activity

We will now complete Activity 9: Entering and Applying Regular Deposits for Customer Receipts with Overpayment in your Activity Guide

Topic 7: Setting Entries to Post

- You will review the created accounting entries before posting them into the general ledger. To apply payments to an item on the **Payment Worksheet**, you can select posting options for the payment.
- After entering payments, applying them to open items and creating accounting entries the Payment Worksheet is ready to be set to Post. Accounting entries are generated according to the entry types and associated system functions that are indicated on the worksheets.

Walkthrough/Activity

Participant Notes:

We will now complete a walkthrough using a UPK simulation: Finalizing and Posting Payment Worksheets

Topic 8: Viewing Payment Activities

- You use inquiry pages to view customer balances and summaries of other payment activities at the business unit level. SMART enables you to view a single-line summary of each payment-related activity.

Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Viewing Payment Activities.

Lesson Review

In this lesson, you learned how to:

- Describe the end-to-end process for posting payments
- Use worksheet actions
- Use worksheet application
- Use worksheet selection
- Build a worksheet for an unidentified payment, underpayment, and overpayment
- View, create, and set entries to post

Participant Notes:

Lesson 4: Reviewing Payments

Objectives

Upon completion of this lesson, you will be able to:

- Explain the Deposit Approval process
- View deposits including general, incomplete, and error
- View cash received by business unit
- View payment including groups and incomplete
- Review the Payment Predictor process

Topic 1: Deposit Approval Process

There are two levels to the Deposit Approval Process. Both approval boxes are located on the **Totals** page of the Regular Deposit. Once both levels of Approvals have been completed, the State Treasurer performs a **Daily Release**, which allows budget check to process and journals to generate in the General Ledger, making monies available to spend against. (Deposit Types related to Interfunds will be covered in AR355)

- **Agency Approval**
    - Once a deposit has been entered and accounting entries have been created the deposit is ready for Agency Approval
    - The Agency Administrator role has the responsibility of approving deposits of all types
    - Once the deposit has been approved by the Agency, it is ready for the second level of approval: State Treasurer Approval
- **State Treasurer Approval**
    - The State Treasurer approves Deposit Types of C – Customer Receipts, E – EFT Receipts, M – Miscellaneous Receipts, and N – Insufficient Funds.
    - Accounts & Reports approves the Deposit Type of A – Adjustment.

Participant Notes:

Walkthrough/Activity

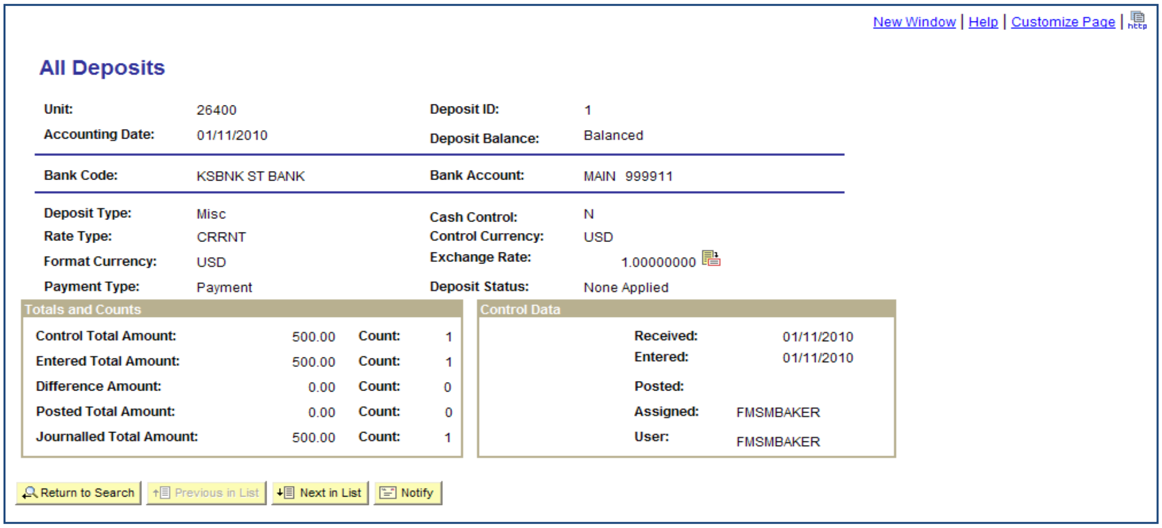
We will now complete Activity 10: Approving Agency Deposits in your Activity Guide

Topic 2: Viewing All Deposits

- SMART enables you to view the deposit status for a single deposit either to find problems associated with a specific deposit or to locate errors in posting. You can also view the deposit status to balance and review the efficiency of payment processing. SMART enables you to view details about one specific deposit ID, including control totals and status, or scan all deposits, one at a time.

Use the **All Deposits** page to view details about a specific deposit ID (including control totals and status) or scan all deposits, one at a time.

Page name	Navigation
All Deposits	Accounts Receivable>Payments>Review Payments>All Deposits>All Deposit



All Deposits

Unit: 26400
Accounting Date: 01/11/2010
Deposit ID: 1
Deposit Balance: Balanced
Bank Code: KSBNK ST BANK
Bank Account: MAIN 999911
Deposit Type: Misc
Rate Type: CRRNT
Format Currency: USD
Payment Type: Payment
Cash Control: N
Control Currency: USD
Exchange Rate: 1.00000000
Deposit Status: None Applied

Totals and Counts

Control Total Amount:	500.00	Count:	1
Entered Total Amount:	500.00	Count:	1
Difference Amount:	0.00	Count:	0
Posted Total Amount:	0.00	Count:	0
Journalled Total Amount:	500.00	Count:	1

Control Data

Received: 01/11/2010
Entered: 01/11/2010
Posted:
Assigned: FMSMBAKER
User: FMSMBAKER

Figure 11. All Deposits Page

Participant Notes:

Walkthrough/Activity

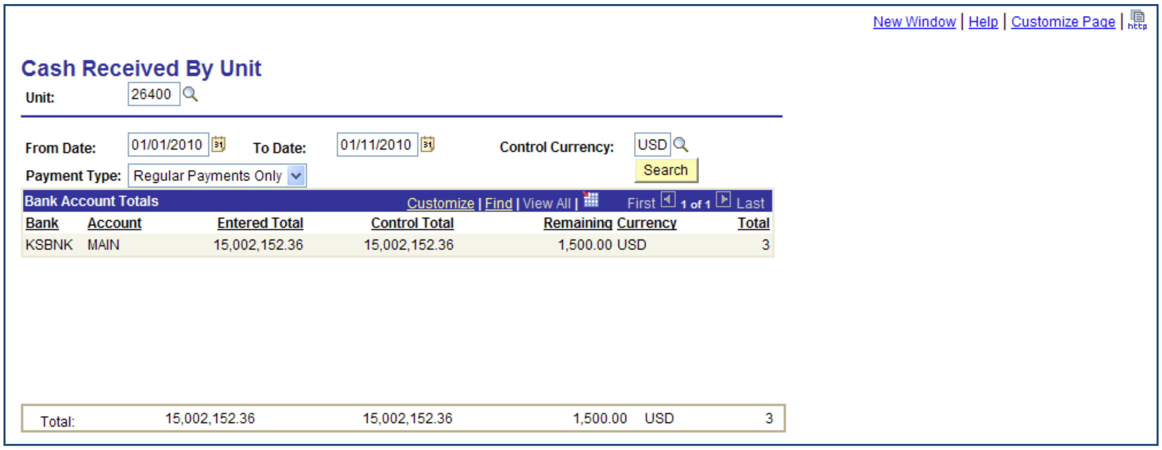
We will now complete a walkthrough using a UPK simulation: Viewing all Deposits.

Topic 3: Viewing Cash Received by a Business Unit

- You review the deposits for a single business unit for one or more days or for a specified period. If you have security access to more than one business unit, view the inquiry for one business unit at a time.

Use the **Cash Received by Unit** page to view cash received by one business unit.

Field	Description
Cash Received by Unit	Accounts Receivable>Payments>Review Payments>By Unit>Cash Received by Unit



New Window | Help | Customize Page |
Search
Customize | Find | View All |
First 1 of 1 Last

Cash Received By Unit

Unit: 26400

From Date: 01/01/2010
To Date: 01/11/2010
Control Currency: USD
Payment Type: Regular Payments Only

Bank Account Totals

Bank	Account	Entered Total	Control Total	Remaining	Currency	Total
KSBNK	MAIN	15,002,152.36	15,002,152.36	1,500.00	USD	3
Total:		15,002,152.36	15,002,152.36	1,500.00	USD	3

Figure 12. Cash Received By Unit Page

Participant Notes:

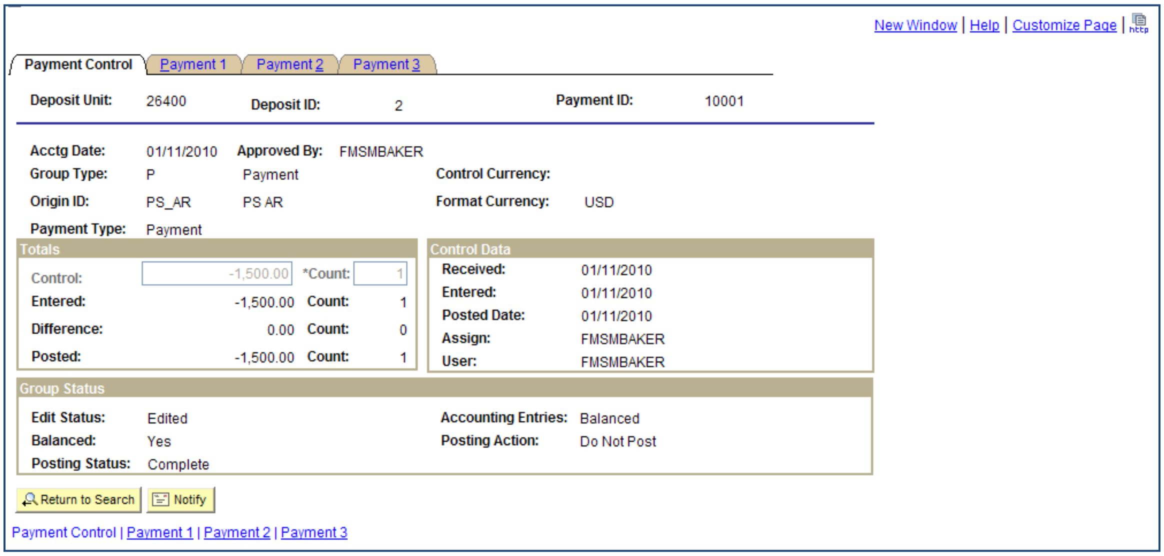
Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Viewing Cash Received by a Business Unit.

Topic 4: Viewing Payment Groups

- You view payments after they have been posted. SMART enables you to view a payment group consisting of all payments that have been posted or for which you have created accounting entries.
- Use the **Payment Control** page to review the control totals and group status for the group.

Page name	Navigation
Payment Control	Accounts Receivable>Receivables Update>Posting Results-Payments>Payment Group-All Items>Payment Control Tab


New Window | Help | Customize Page
Payment Control
Payment 1
Payment 2
Payment 3
Totals
Control Data
Group Status
Return to Search
Notify
Payment Control | Payment 1 | Payment 2 | Payment 3

Deposit Unit: 26400 Deposit ID: 2 Payment ID: 10001

Acctg Date: 01/11/2010 Approved By: FMSMBAKER
Group Type: P Payment Control Currency:
Origin ID: PS_AR PS AR Format Currency: USD
Payment Type: Payment

Totals

Control:	-1,500.00	*Count:	1
Entered:	-1,500.00	Count:	1
Difference:	0.00	Count:	0
Posted:	-1,500.00	Count:	1

Control Data

Received: 01/11/2010
Entered: 01/11/2010
Posted Date: 01/11/2010
Assign: FMSMBAKER
User: FMSMBAKER

Group Status

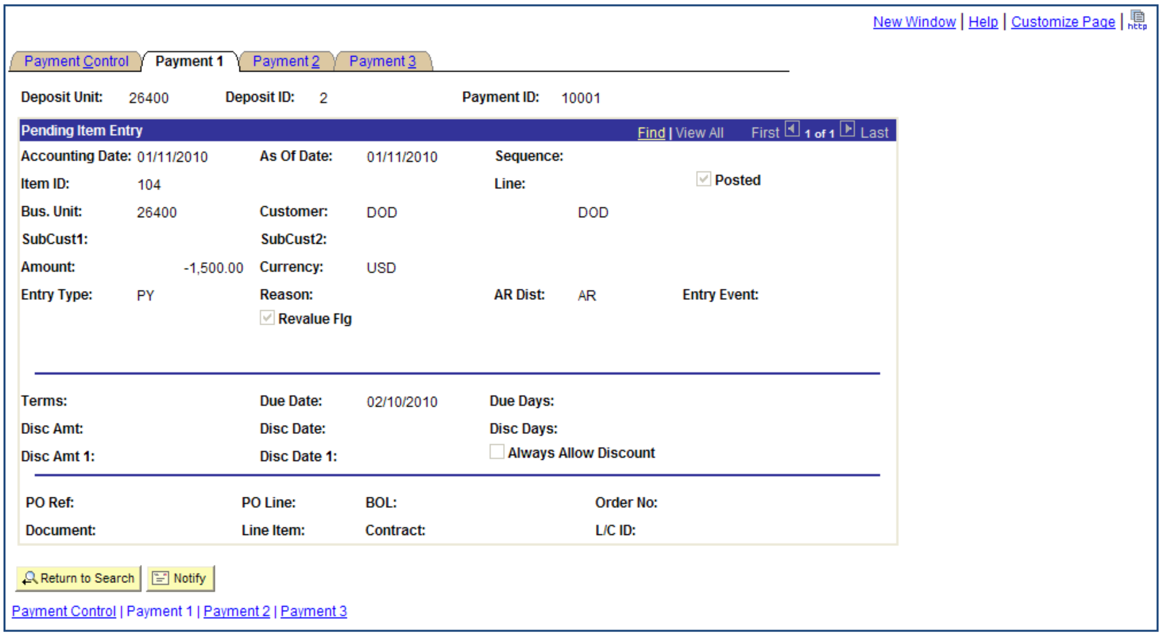
Edit Status: Edited
Balanced: Yes
Posting Status: Complete
Accounting Entries: Balanced
Posting Action: Do Not Post

Figure 13. Payment Control Page

Participant Notes:

Use the **Payment 1** tab to view item information, including payment amounts, due dates and customer.

Page name	Navigation
Payment 1 Tab	Accounts Receivable>Receivables Update>Posting Results-Payments>Payment Group-All Items>Payment 1 Tab


New Window | Help | Customize Page | http
Payment Control
Payment 1
Payment 2
Payment 3
Pending Item Entry
Find | View All
First 1 of 1 Last
Return to Search
Notify
Payment Control | Payment 1 | Payment 2 | Payment 3

Deposit Unit: 26400
Deposit ID: 2
Payment ID: 10001

Accounting Date: 01/11/2010
As Of Date: 01/11/2010
Sequence:
Item ID: 104
Line:
☑ Posted
Bus. Unit: 26400
Customer: DOD DOD
SubCust1:
SubCust2:
Amount: -1,500.00
Currency: USD
Entry Type: PY
Reason:
AR Dist: AR
Entry Event:
☑ Revalue Flg

Terms:
Due Date: 02/10/2010
Due Days:
Disc Amt:
Disc Date:
Disc Days:
Disc Amt 1:
Disc Date 1:
☐ Always Allow Discount

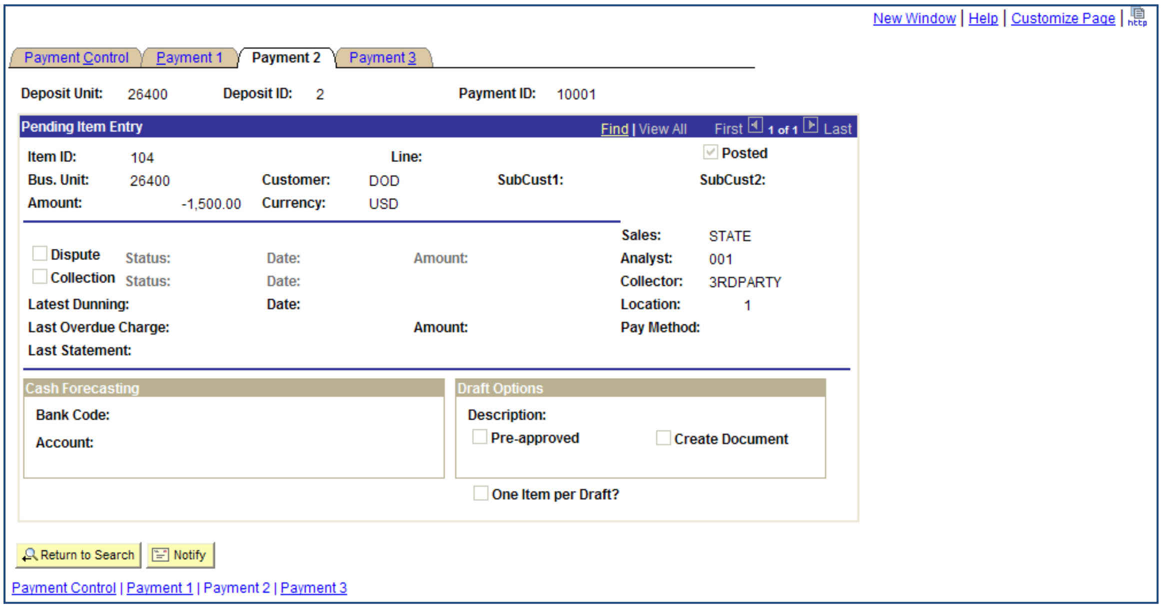
PO Ref:
PO Line:
BOL:
Order No:
Document:
Line Item:
Contract:
L/C ID:

Figure 14. Payment 1 Page

Participant Notes:

Use the **Payment 2** tab to view assigned support personnel, and correspondence information.

Page name	Navigation
Payment Control	Accounts Receivable>Receivables Update>Posting Results-Payments>Payment Group-All Items>Payment 2 Tab


New Window | Help | Customize Page
Payment Control
Payment 1
Payment 2
Payment 3
Pending Item Entry
Find | View All
First 1 of 1 Last
Cash Forecasting
Draft Options
Return to Search
Notify
Payment Control | Payment 1 | Payment 2 | Payment 3

Deposit Unit: 26400 Deposit ID: 2 Payment ID: 10001

Item ID: 104
Line:
☑ Posted
Bus. Unit: 26400
Customer: DOD
SubCust1:
SubCust2:
Amount: -1,500.00
Currency: USD
Sales: STATE
☐ Dispute Status: Date: Amount:
Analyst: 001
☐ Collection Status: Date:
Collector: 3RDPARTY
Latest Dunning: Date:
Location: 1
Last Overdue Charge: Amount:
Pay Method:
Last Statement:

Bank Code:
Account:

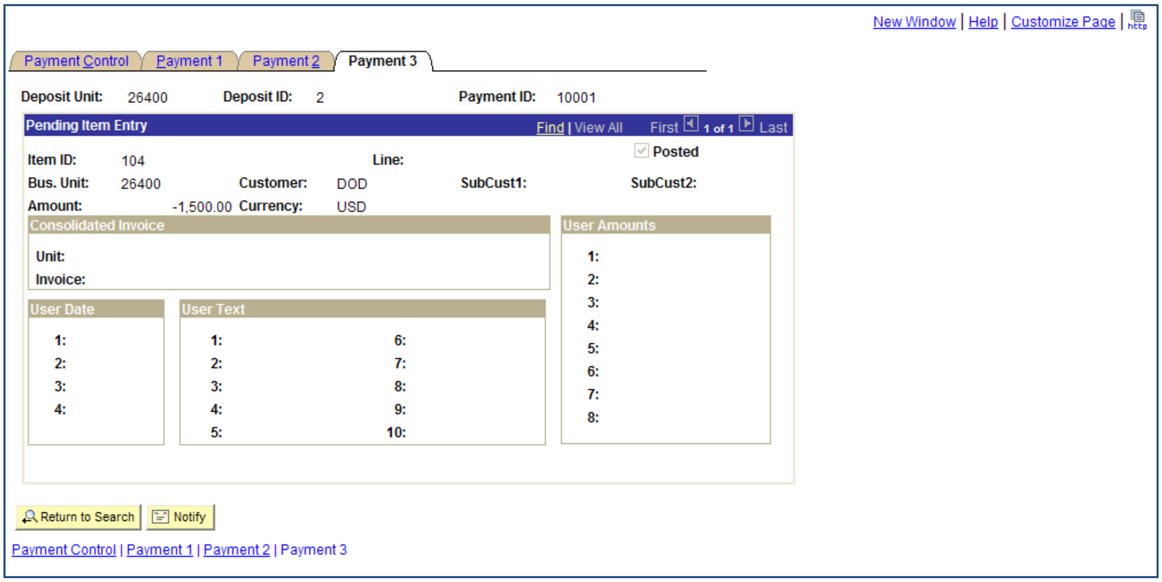
Description:
☐ Pre-approved
☐ Create Document
☐ One Item per Draft?

Figure 15. Payment 2 Page

Participant Notes:

Use the **Payment 3** tab to view user-defined fields.

Page name	Navigation
Payment Control	Accounts Receivable>Receivables Update>Posting Results-Payments>Payment Group-All Items>Payment 3 Tab


New Window | Help | Customize Page
Payment Control
Payment 1
Payment 2
Payment 3
Pending Item Entry
Find | View All
First 1 of 1 Last
Consolidated Invoice
Unit:
Invoice:
User Amounts
1:
2:
3:
4:
5:
6:
7:
8:
User Date
1:
2:
3:
4:
User Text
1:
2:
3:
4:
5:
6:
7:
8:
9:
10:
Return to Search
Notify
Payment Control | Payment 1 | Payment 2 | Payment 3

Deposit Unit: 26400
Deposit ID: 2
Payment ID: 10001
Item ID: 104
Line:
☑ Posted
Bus. Unit: 26400
Customer: DOD
SubCust1:
SubCust2:
Amount: -1,500.00
Currency: USD

Figure 16. Payment 3 Page

Walkthrough/Activity

We will now complete 11: Viewing Payment Groups in your Activity Guide

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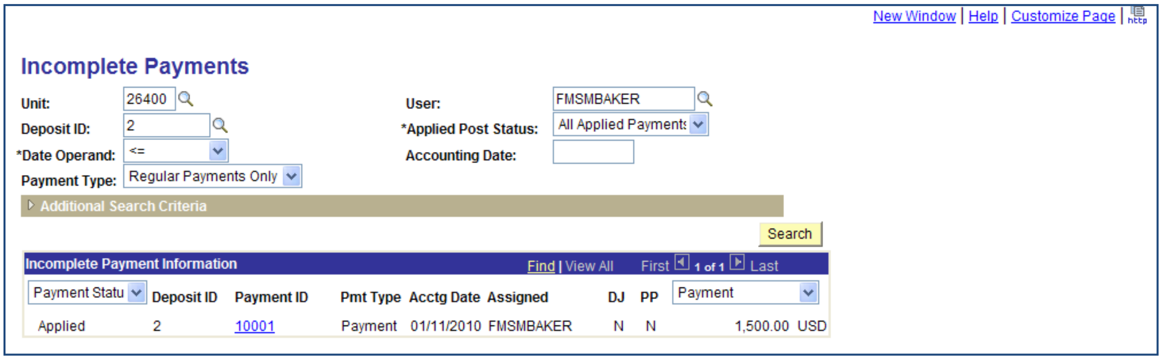
Participant Notes:

Topic 5: Viewing Incomplete Payments

- SMART enables you to view incomplete payments i.e. payments that have not been posted. This also includes the payments that failed to post or the payments that are **Direct Journals** or assigned to **Payment Predictor**. You can choose to view either one payment or a range of payments or only payments that are assigned to a particular operator.

Use the **Incomplete Payments** page to view payments that are not complete (not yet posted).

Page name	Navigation
Incomplete Payments	Accounts Receivable>Payments>Review Payments>Incomplete Payments>Incomplete Payments


New Window | Help | Customize Page | http

Incomplete Payments

Unit: 26400
Deposit ID: 2
*Date Operand: <=
Payment Type: Regular Payments Only
User: FMSMBAKER
*Applied Post Status: All Applied Payments
Accounting Date:

Additional Search Criteria
Search
Incomplete Payment Information
Find | View All
First 1 of 1 Last

Payment Statu	Deposit ID	Payment ID	Pmt Type	Acctg Date	Assigned	DJ	PP	Payment
Applied	2	10001	Payment	01/11/2010	FMSMBAKER	N	N	1,500.00 USD

Figure 17. Incomplete Payments Page

Field	Description
Date Operand	Use the **Date Operand** list to select date to define your search criteria. In this example, less than or equal to is shown.
Applied Post Status	Use the **Applied Post Status** selection to select the payments that will be included in the search.
Payment ID	Select the **Payment ID** link to display the **All Payments** page.

Table 8. Incomplete Payments Fields

Participant Notes:

Walkthrough/Activity

We will now complete Activity 12: Viewing Incomplete Payments in your Activity Guide

Topic 6: Reviewing Payment Predictor

- When the **Payment Predictor** has finished processing, you can check to see that the payment has posted. Ideally, payments are completely applied by **Payment Predictor**. Realistically, **Payment Predictor** processing results in a variety of payment statuses and levels of application.

This table lists the different **Payment Predictor** process statuses for payments that appear on inquiries, reports, payment worksheets, and messages:

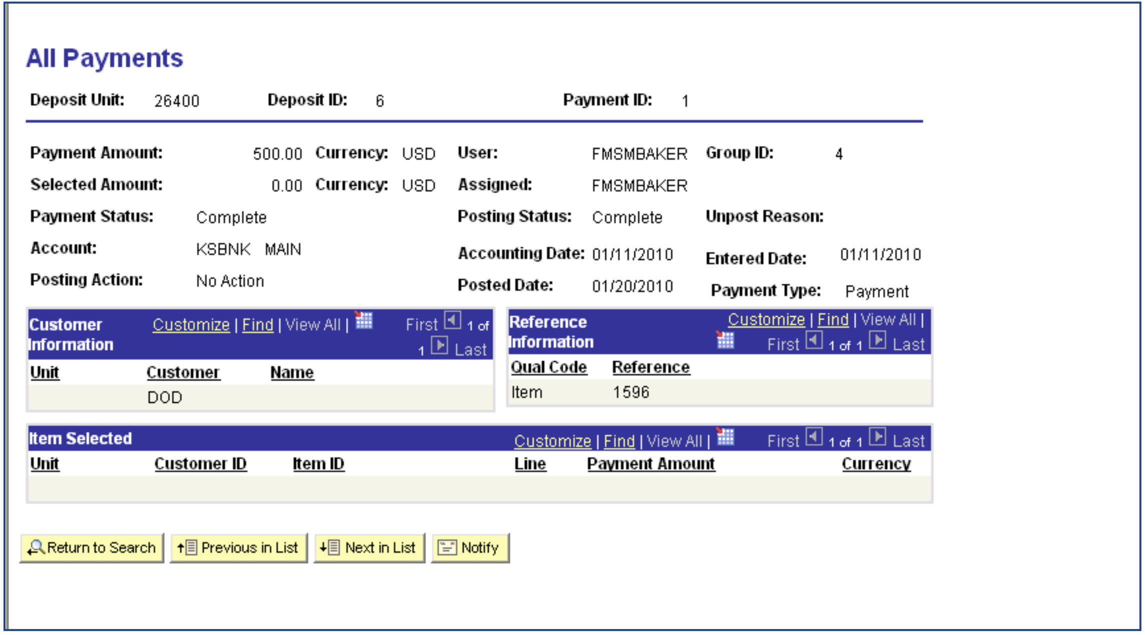
Payment Predictor Payment Status	Description	Pay Status	Post Status
I (processed)	Payment was considered, and it did not meet the criteria of the method, or it did not have items selected for it.	Identified	Not applicable
W (worksheet)	Payment was applied and payment worksheet was built by the **Payment Predictor** process for review.	Worksheet	No action
A (applied)	Payment was applied and **Pending Groups** were created by the **Payment Predictor** process for posting.	Applied	Batch Standard

Table 9. Payment Predictor Payment Statuses

Participant Notes:

You can review Payment Predictor results on the **All Payments** page. Payments that have completed successfully will show a Payment Status of **Complete.**

Page name	Navigation
All Payments	Accounts Receivable>Payments>Review Payments>All Payments



All Payments

Deposit Unit: 26400
Deposit ID: 6
Payment ID: 1

Payment Amount: 500.00
Currency: USD
User: FMSMBAKER
Group ID: 4
Selected Amount: 0.00
Currency: USD
Assigned: FMSMBAKER
Payment Status: Complete
Posting Status: Complete
Unpost Reason:
Account: KSBNK MAIN
Accounting Date: 01/11/2010
Entered Date: 01/11/2010
Posting Action: No Action
Posted Date: 01/20/2010
Payment Type: Payment

Customer Information

Unit	Customer	Name
	DOD	

Reference Information

Qual Code	Reference
Item	1596

Item Selected

Unit	Customer ID	Item ID	Line	Payment Amount	Currency

Figure 18. All Payments Page

Walkthrough/Activity

We will now complete Activity 13: Reviewing Payments Matched Using Payment Predictor in your Activity Guide

Participant Notes:

Lesson Review

In this lesson, you learned how to:

- View deposits including general, incomplete, and error
- View cash received by business unit
- View payment including groups and incomplete
- Review the Payment Predictor

Participant Notes: